

LINCOLN WATER COMMISSIONERS

August 13, 2008

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Lincoln Water Commission Office with Commissioners Conklin, Kay, Pichette and Hadley present. Also present was Water Superintendent John S. Faile. Commissioner Smith was absent.

Attending the meeting were financial advisor Ron Loeser and IT person Mike Marseglia.

In the absence of Chairman Smith, upon motion of Commissioner Pichette, seconded by Commissioner Kay, Commissioner Conklin was elected chairman for the meeting. APPROVED.

Acting Chairman Conklin called the meeting to order at 5:33PM.

Upon motion of Commissioner Kay, seconded by Commissioner Hadley, it was voted to move item 10E to this portion of the meeting. Ron Loeser the financial advisor to the Lincoln Water Commissioner, of the Reed, Loeser, and O'Grady Group presented the board with the Quarterly Account Review. Upon motion of Commissioner Pichette, seconded by Commissioner Kay, it was VOTED. That the Equity portion of the portfolio is increased to the maximum 25% as per the adopted Investment Policy within the next 60 days. APPROVED.

Mr. Loeser left the meeting at 6:00pm.

Upon motion of Commissioner Kay, seconded by Commissioner Hadley, it was voted that item 10C be moved to this portion of the meeting. APPROVED.

Requests for Proposals for two billing systems were reviewed by Mr. Marseglia with the Board and had been previously reviewed and researched by the office staff. Both programs were equally matched in cost and upon recommendation of the office staff and Mr. Marseglia with a motion by Commissioner Hadley, seconded by Commissioner Pichette, it was VOTED: To award the installation of a new billing program to Continental Utility Billing Solutions Inc. APPROVED.

Upon motion of Commissioner Kay, seconded by Commissioner Hadley, it was VOTED: To accept the minutes of the previous meeting as presented. APPROVED.

MONTHLY REPORT OF THE SUPERINTENDENT

Upon motion of Commissioner Kay, seconded by Commissioner Hadley, it was VOTED: That the Superintendent's Report for the month of July is accepted and ordered placed on file. APPROVED.

MONTHLY FINANCIAL REPORT

Upon motion of Commissioner Pichette, seconded by Commissioner Hadley, it was VOTED: To accept the unaudited year end Financial Report for the month of June and the Financial Report for the month

of July and ordered placed on file for audit. APPROVED.

CREDIT REPORT

The Credit Report for the month of July will be placed on file.

CAPITAL ACCOUNTS

The Board was presented with the monthly statement of investments, encumbrances, and amounts available for capital projects for their information.

MONTHLY INVOICES

Upon motion of Commissioner Kay, seconded by Commissioner Hadley year end Accounts Payable in the amount of \$25,448.46, July Direct Payments in the amount of \$61,753.93 and July Accounts Payable in the amount of \$365,685.33 are approved for payment.

APPROVED

ABATEMENTS

Upon motion of Commissioner Kay, seconded by Commissioner Hadley, abatements in the amount of \$3,135.38 were approved as follows: \$21.48 to Peter Heaney of 10 Dexter Rock Road of \$84.53 for senior abatement of surcharges; \$288.90 to David Harrington pf Louisa Investments at 5 and 7 High Ridge Road since the customer requested an upgrade to a 1" meter and decided to keep the 5/8"; and \$2,825 of the Procacianti group for a refund of an installation fee minus inspection fees. APPROVED

ACCOUNT ADJUSTMENT REPORT

The Account Adjustment report will be placed on file.

CORRESPONDENCE

a) Upon motion of Commissioner Pichette, seconded by Commissioner Kay, a request from Mr. Kenneth Diman of 452 River Road for payment of a water purification system in the amount of \$350.00 was denied. APPROVED.

b) A memorandum from N. Kim Wiegand, Town Engineer requesting bonding for road excavations and paving from curb to curb over the excavated area will be placed on file and action will be delayed until a policy is established by the Lincoln Public Works Department.

c) Thank you notes from Senior Clerk Susan Mercer will be placed on file.

OLD BUSINESS

a) Upon motion of Commissioner Pichette, seconded by Commissioner Hadley, it was VOTED: To authorize the resolution authorizing the Chairman to execute the contract with the Town of Smithfield for an emergency water connection. APPROVED.

b) Upon motion of Commissioner Pichette, seconded by Commissioner Kay, it was VOTED: To adopt expenditure and revenue budgets in the amount of \$3,023,000.00 for fiscal year 2008/2009.

APPROVED.

c) Upon motion of Commissioner Kay, seconded by Commissioner Hadley, it was VOTED: To engage Jim Dugan of CPA firm Carlucci and Dugan to review the LWC accounting procedures, recommend improvements, and

Develop written SOP's for internal financial control. APPROVED

NEW BUSINESS

a) Upon motion of Commissioner Kay, seconded by Commissioner Hadley, it was VOTED: Accept a proposal from Tata and Howard in the amount not to exceed \$10,000.00 and to authorize the chairman to execute the agreement for an emergency connection grant.

APPROVED

The project is eligible for 50% funding.

b) Water restrictions will be reviewed and a formal process will be adopted based on supply source and the ability to supply during an emergency situation.

SUBCOMMITTEE REPORTS

a) The Charter Review Subcommittee is waiting for a response from the Lincoln Town Council.

b) Labor negotiations will be held on Wednesday August 20 th at

which time both sides will meet at non binding mediation.

c) There was no monthly safety meeting in July.

A letter from Town Administrator Joseph Almond concerning the \$11,500.00 high impact fee at the newly constructed Lincoln Middle School will be sent to Attorney Daniel McKinnon for a response.

As part of the “Freedom of Information Act” Town Administrator candidate Jim Spooner requested an analysis of gas purchased at the Town pumps, prompting a detailed study of usage. The Board agreed that if the crew can reduce fuel usage by 10% in the next quarter, the savings will be split between the crew and the Water Commission starting September 1st.

Upon motion of Commissioner Hadley, seconded by Commissioner Pichette, it was VOTED: To adjourn to executive session in accordance with RIGL 42-26-5a (1) – 9 to discuss personnel matters at 7:57 PM.

Upon motion of Commissioner Kay, seconded by Commissioner Hadley, it was VOTED: To seal the minutes of the closed session in accordance with RIGL 42-26-7c.

Upon motion of Commissioner Pichette, seconded by Commissioner Hadley, it was VOTED: To return to the regularly scheduled meeting.

Upon motion of Commissioner Pichette seconded by Commissioner Hadley, it was VOTED: To adjourn at 8:45 PM. APPROVED